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25 January 1954

OPM 20-110-3

OFFICE OF PERSONNEL MEMORANDUM NO. 6-54

SUBJECT: Personnel Career Service Board

RESCISSION: Personnel Director Memorandum No. 70-53

1. GENERAL. This memorandum establishes the revised charter of the Personnel Career Service Board. PDM No. 70-53, subject "Personnel Career Service Board", dated 27 August 1953, is rescinded as a result of the recent reconstitution of the Office of Personnel.

2. POLICY. The Personnel Career Service Board acts in an advisory capacity only to the Assistant Director for Personnel and the Deputy Assistant Director for Personnel in planning and effecting job assignments, rotation, promotions and training for members of the Personnel Career Service.

3. ORGANIZATION. The Personnel Career Service Board is organized as follows:

a. Chairman

The Deputy Assistant Director for Personnel serves as Chairman of the Board. In his absence, the Executive Officer shall serve as Chairman.

b. Membership

(1) Permanent Member Ex Officio

Assistant Director for Personnel

(2) Permanent Members

Chief, Classification and Wage Division
Chief, Employee Services Division
Chief, Personnel Procurement Division
Chief, Placement and Utilization Division
Chief, Plans, Research and Development Staff
Chief, Processing and Records Division
Chief, Special Contracting, Allowances and Processing Staff

The Personnel Officer of the DD/P complex who represents DD/P Admin in career service matters

*Reviewed
by 20-110-6
(28-55)
15 Jan 54*

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NO CHANGE IN CLASS ☐

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(3) Alternate Members

In the absence of one of the permanent members of the Board, his Deputy shall serve in his place.

(4) Executive Secretary - nonvoting

(5) Chairman, Rotation Planning Committee - nonvoting

c. Meetings

(1) The Board will meet biweekly or at the call of the Chairman.

(2) Three members of the Board shall constitute a quorum.

(3) Agenda, minutes and addenda of each meeting will be distributed to all persons listed above.

4. The aims, responsibilities and functions of the Personnel Career Service Board are presented in CIA Regulation [redacted] dated 25 May 1953. 25X1A
Attention is especially invited to paragraph 5/c of this Regulation.



George E. Maloon
Deputy Assistant Director
for Personnel

25X1A

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